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Weekly Report for Week Ending 19 February 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions 25X1A9a

Project 8-18 00/Contact Division [REDACTED]

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The Records Control Schedule and Survey Report have been forwarded to the [REDACTED] for implementation. A total of 1530 cu. ft. of records are covered by the schedule under 107 separate items. As a result of the audit obsolete file series were removed from the files and destroyed, inactive files are being retired to the Records Center, surplus filing equipment was released from the Division, a forms survey was initiated and a changeover to shelf filing is under consideration. Project is complete.

2. Assignments 25X1A9a

a. Project 6-40 OCR [REDACTED]

No change.

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b. Project 6-95 - Office of Personnel [REDACTED]

No change from previous report.

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c. Project 8-20 ORR [REDACTED]

No change.

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d. [REDACTED]

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e. Project 8-55 00 [REDACTED]

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No change from previous report. 25X1A9a

f. Project 8-56 ORR Geographic Area [REDACTED]

Installation of subject-numeric file system completed in the files of the Chief, Cartography Division. Project is continuing in Construction and Development Branch.

g. Project 8-57 DD/S [REDACTED] 25X1A9a

A revised records control schedule is [REDACTED] prepared for typing.

h. Comptroller, Machine Records Division [REDACTED]

No change from previous report.

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i. Map Library Division, ORR [REDACTED]

No change from previous report.

j. CIA Library/OCR [REDACTED]

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No change from previous report.

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k. Improved Filing System for Biographic Profiles (Form 1200)
for Selection Staff, OP. [REDACTED]

Chief, Selection Staff, OP has requested assistance in improving filing system for Biographic Profiles, now being kept in home-made ring binders. Investigated problem, and tentative recommendation is for conversion to loose filing in folders. Decision deferred per 19 February request of Chief, Selection Staff to permit their completion of priority work and return of employees from leave prior to conversion.

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l. Further Subject-Numeric Files Installations in OP. [REDACTED]

Establishment of priority schedule with ARO/OP deferred pending transmittal of completed Records Control Schedule to D/Pers (expected shortly) and completion of Item 4a below.

3. Vital Materials Program.

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- [REDACTED]
- b. The drafts of two forms which will eliminate the punching and listing of cables and NIS deposits have been given to the Forms Management Branch for designing.
 - c. Microfilming of Vital Materials in the Office of Personnel continues.
 - d. The Vital Materials Operating Procedure is presently being revised to incorporate changes made since the original release in 1952.

4. News

a. Assistance in Preparation of OP Internal Notice on Records Maintenance.

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Mr. [REDACTED] ARO/OP, plans to revise OP's internal instructions re: Records Management Program and reissue as an OP Memorandum

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signed by D/Pers. More detailed policies and procedures are to be covered by separate memoranda from Chief/ Projects and Procedures Staff/Op, including revisions of previous OPM's on Forms Management and Vital Materials Program. ARO/OP has requested assistance in preparation of a memorandum on Records Maintenance.

- b. Mr. [REDACTED] of ORR/Map Procurement accompanied last week's trip to the Repository, to work on the map collection.

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